

**City of Torrance, Community Development Department** Jeffery W. Gibson, Director  
3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5990 Fax (310) 618-5829

## **Instructions for Filing an Application for a Large Family Day Care Permit**

**Pursuant to Article 37, Chapter 2, Division 9, Torrance Municipal Code**

### **FILING FEE**

The filing fee is \$542.00. Make checks payable to "City of Torrance."

### **BUSINESS LICENSE**

Following approval of a Large Family Day Care Permit, a business license must be obtained from the Revenue Division, Finance Department, City Hall, in order to conduct a business in the City of Torrance.

### **STANDARDS AND REQUIREMENTS**

The proposed large family day care home must comply with the standards and criteria as listed in the attached Ordinance (Article 37, Chapter 2 of Division 9 of the Torrance Municipal Code).

### **SUPPLEMENTAL MATERIAL REQUIRED**

The following items must be submitted along with the application form at the time of filing:

1. **PROOF OF STATE LICENSING** to operate large family day care from the State Department of Social Services; lined in the Ordinance and agrees to meet the requirements.
2. **SIGNATURE** of the applicant attesting to the following information:
  - ☐ The proposed location is the principal residence of the applicant;
  - ☐ The applicant has researched that there are no existing large family day care homes within 1000' radius of the proposed location;
  - ☐ The applicant is the property owner. If applicant is not the property owner, then the applicant must provide number 3 listed opposite;
  - ☐ The applicant has read the standards and requirements of the Large Family Day Care Permit as out-
3. **WRITTEN PROOF** that the applicant has provided 30 days notice to the landlord or owner of the property regarding the commencement of the large family day care home;
4. **8.5" x 11" PLOT PLAN** indicating location of the following: (*see attached diagram as sample.*)
  - ☐ Any proposed **child play area and/or child play structures**;
  - ☐ **Location and dimension of wall or fence enclosing the proposed play area (including description of wall or fence materials)**, and
  - ☐ Required **parking and passenger loading/unloading spaces**.

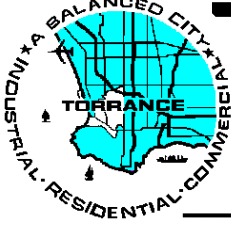
**Please note:** A City of Torrance Community Development Department Representative will make an onsite visit to verify the information outlined on the requested Plot Plan.

### **PERMIT ISSUANCE**

If all the requirements of Article 37 are satisfied, the Community Development Director will issue a Large Family Day Care permit within ten (10) days of the filing of the application. If a permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial and the procedures for an appeal of the Community Development Director's determination.

### **APPEAL PROCESS**

Pursuant to Section 92.30.11 of Article 30, Chapter 2 of Division 9 of the Torrance Municipal Code, the determination of the Community Development Director may be appealed to the Planning Commission by the proponent or any person who may be damaged by said determination. Such appeal will be made in writing to the Planning Commission within fifteen (15) days of the determination of the Community Development Director. Notice of the time and place of the appeal hearing will be made to the proponent and any person appealing.



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## **Instructions for Filing an Application for a Large Family Day Care Permit**

**Parts I, II and III to be completed by the Applicant**

### **I. APPLICANT INFORMATION/PROPOSED LFD LOCATION**

NAME OF APPLICANT	PHONE NUMBER
ADDRESS OF PROPOSED LFD HOME	
MAILING ADDRESS OF APPLICANT (IF DIFFERENT FROM LFD HOME LOCATION)	
ASSESSOR PARCEL NUMBER (OF LFD HOME LOCATION)	

### **II. SUPPLEMENTAL INFORMATION REQUIRED**

Applicant must submit the following items along with this application:

- |   |  |
|---|--|
| <input type="checkbox"/> 8.5" x 11" Plot Plan     | <input type="checkbox"/> Written proof the applicant has provided 30 days notice to the landlord or owner of the property regarding commencement of the large family day care home. (If applicant is the property owner, they must fill out <b>Property Owner Certification</b> listed below). |
| <input type="checkbox"/> Proof of State Licensing |  |

### **III. REQUIRED CERTIFICATION**

**PROPERTY OWNER CERTIFICATION** (*Disregard if location is rental property*)

I, \_\_\_\_\_, hereby certify that I am the property owner of the proposed large family  
Please print name

day care home for which I am submitting this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, as the applicant for the Large Family Day Care Permit, hereby attest to  
Please print name

the following information:

#### **PRINCIPAL RESIDENCE**

- ☐ The proposed location for the large family day care home is my principal place of residence.

#### **SPACING AND CONCENTRATION**

- ☐ To the best of my knowledge and research, there are no existing large family day care homes within a one thousand (1000') foot radius (from property line to property line) of the proposed large family day care home location. I understand that the burden of proof

is upon me to demonstrate that there are no existing large family day care homes within a 1000' radius.

- ☐ I, the undersigned, acknowledge that I have read the standards and requirements of the large family day care permit (as outlined in the Article 37, Chapter 2, Division 9 of the Torrance Municipal Code) and my signature here is certification that I agree to operate my business within said criteria and that, in the event I violate any portion of Article 37, my permit may be revoked.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Continued on next page*

<b>IV. FOR COMMUNITY DEVELOPMENT DEPARTMENT USE – DO NOT WRITE BELOW THIS LINE</b>
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COMMUNITY DEVELOPMENT DEPARTMENT USE:		CITY TREASURER'S USE:	
DATE FILED	CASE NUMBER	FEE:	RECEIPT NUMBER
APPLICATION ACCEPTED BY:		DATE :	ACCEPTED BY:

<b>A. CHECKLIST FOR APPROVAL OF LARGE FAMILY DAY CARE PERMIT</b>
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**1. PERMISSIBLE USE**

The proposed location of the large family day care home is a single-family residence.

☐ Yes    ☐ No

**2. PROOF OF STATE LICENSING**

The applicant has provided proof that he/she has obtained a State license to operate a large family day care home.

☐ Yes    ☐ No

**3. ADDITIONAL CERTIFICATION**

The applicant has attested to the following information and has signed the application:

- ☐ Applicant is the property owner of the proposed location for the large family day care home;
- ☐ The proposed location of the large family day care home is the principal residence of the applicant;
- ☐ To the best of the applicant's knowledge, there are no existing large family day care homes within a 1000' foot radius of the proposed large family day care home location; and

**4. NOTIFICATION OF PROPERTY OWNER** (if the applicant is not the property owner)

- ☐ The applicant has provided written proof that he/she has provided 30 days notice to the landlord or property owner regarding the commencement of the large family day care home.

**5. SPACING AND CONCENTRATION**

- ☐ Along with the applicant attesting, staff has also verified that there are no existing large family day care homes within 1000' foot radius (from property line to property line) of the proposed location.

**6. SITE/PLOT PLAN**

- ☐ Applicant has provided an 8.5" x 11" site/plot plan indicating the following:

- ☐ Any proposed **child play area and/or child play structures**;
- ☐ **Location and dimension of wall or fence enclosing the proposed play area (including description of wall or fence materials), and**
- ☐ Required parking and passenger loading/unloading spaces.

**7. PARKING / TRAFFIC**

- ☐ **At least one (1) paved parking space is provided for each non-resident employee;**
- ☐ *Such spaces are not located in the front yard setback areas.*
- ☐ *If the driveway area is used for parking area, it does not conflict with any required child drop-off or pick-up area and does not block the public sidewalk or right-of-way.*
- ☐ **One off-street parking space for loading and unloading** to avoid interference with traffic and to promote the safety of the children is provided.
- ☐ *If driveway area is used, no public sidewalk or right of way is blocked.*

**8. NOISE/PLAY AREAS**

- ☐ All open space areas used for play purposes are located **within the rear yard of the property**;
- ☐ Are **enclosed with a six foot solid wall or fence** (chain link fencing is not permitted) which conforms to the requirements of Chapter 2, Article 13, Section 92.13.1; and
- ☐ Are **located away from adjacent residential uses.**

**9. PROCESSING FEE**

- ☐ A processing fee of \$542.00 has been submitted along with the application. Checks made payable to "City of Torrance".

## B. STAFF ASSESSMENT AND RECOMMENDATION

- ☐ The applicant has satisfied all the standards and requirements of the Permit. Therefore, staff recommends approval of the LFD Permit \_\_\_\_\_, subject to the standards and requirements.
- ☐ The application does not meet the standards and requirements for issuance of a LFD Permit and therefore staff recommends denial. The following standards/requirements were not met: \_\_\_\_\_

<b>ASSESSMENT MADE BY:</b>	
NAME	TITLE
<b>RECOMMENDED BY:</b>	
NAME	TITLE

### C. COMMUNITY DEVELOPMENT DIRECTOR APPROVAL

**This request for a large family day care permit is:**

- ☐ Approved      ☐ Denied      LFD No. \_\_\_\_\_

Jeffery W. Gibson, Community Development Director

Date \_\_\_\_\_